



Make
it matter.

POSITION DESCRIPTION

Executive Governance Officer

| | |
|----------------------------|------------------------|
| Position Level | 9 |
| Faculty/Division | Division of Operations |
| Position Number | 00090169 |
| Original document creation | November 2023 |

Position Summary

The **Executive Governance Officer** plays an integral role within Human Resources and Employee Relations projects, providing high level operational, and strategic executive and governance support to the Program Lead, Program Phoenix. The role will also problem solve on critical issues across HR and ER projects to ensure efficient operations are maintained.

The Executive Officer significantly contributes to strategic and operational projects across Employee Relations, supporting the delivery of Compliance Projects, and monitoring progress against key goals. The position will be expected to work closely with all staff in Human Resources, and with key stakeholders across the University.

The incumbent is expected to work autonomously, acting at a senior level and working closely with the HR senior leadership team to drive key project milestones, achieve agreed deliverables and ensure timely and accurate governance reporting in line with Governance expectations.

The Executive Governance Officer reports to the Program Lead, Program Phoenix and has no direct reports.

Accountabilities

Specific accountabilities for this role include:

- Provide high-quality executive support and advice to the Program Lead and the Program Phoenix Leadership Team on strategic deliverables and taking appropriate action in relation to day-to-day issues within ER Compliance Projects.
- Proactively advise, influence, and contribute to the strategy, planning and objectives of the ER Compliance Projects, whilst exercising discretion, initiative, and confidentiality at all times.

- Draft and coordinate papers, reports, briefings and proposals on behalf of the Program Phoenix Program Lead on a range of governance committees, including Council, Audit Committee and ULT.
- Initiate and/or manage projects and ensure the involvement of appropriate stakeholders. Monitor actions to ensure the efficient follow-through, resolution and closure of the projects.
- Support the Program Phoenix Leadership Team to manage and deliver strategic and operational goals through the provision of support, strategic advice, project management and the development of policies, procedures, and proposals.
- Ensure the operations of the Program Phoenix function are consistent with University policies and procedures and ensure that activities are compliant with statutory and University requirements.
- Provide advice on appropriate governance structures and policy to support effective and timely decision making and accountability.
- Proactively monitor, document and report on the progress of any governance related activities stemming from Project Phoenix including audit actions and risk registers, tasks and projects within the portfolio.
- Anticipate the requirements of the Program Phoenix Leadership team to maintain executive stakeholder relationships, while exercising discretion and confidentiality.
- Develop and maintain networks, links and relationships with stakeholders and key staff within HR, the Division of Operations and across the University.
- Manage issues and tasks allocated by the Program Lead, ensuring all responsibilities and commitments are met, using judgement and initiative when handling sensitive and confidential matters.
- Support the development and preparation of budgets and oversee the forecasting, monitoring and reporting processes to ensure accurate financial and reporting advice is provided to the Program Lead.
- Apply thorough knowledge of UNSW policies and processes to provide key advice and effectively deliver projects as assigned.
- Align with and actively demonstrate the [UNSW Values in Action: Our Behaviours](#) and the [UNSW Code of Conduct](#)
- Cooperate with all health and safety policies and procedures of the university and take all reasonable care to ensure that your actions or omissions do not impact on the health & safety of yourself or others.

Skills and Experience

- Relevant tertiary qualification and subsequent relevant experience or equivalent competence gained through any combination of education, training, and experience.
- Knowledge of industrial and employment legislation and industrial instruments.
- Knowledge of employee relations and/or compliance requirements affecting the University.
- Excellent report writing skills with ability to tailor reporting to the required audience.
- Proven skills and experience in strategic and resource planning, goal setting and project management within the higher education sector.

- Demonstrated success designing and delivering strategies, programs, and initiatives.
- Ability to lead, motivate and train team members, to establish priorities and manage competing deadlines for self and others.
- Excellent consultation, influencing and negotiation skills and proven ability to engage effectively with diverse internal and external stakeholders.
- Superior written and verbal communication skills, with a high level of attention to detail for deliverables produced.
- High level organisational skills with proven ability to deal with multiple tasks, establish priorities and meet deadlines.
- Advanced level of computer literacy, working with a range of computer systems and applications.
- An understanding of and commitment to UNSW's aims, objectives and values in action, together with relevant policies and guidelines.
- Knowledge of health and safety responsibilities and commitment to attending relevant health and safety training.

About this document

This Position Description outlines the objectives, desired outcomes, key responsibilities, accountabilities, required skills, experience and desired behaviours required to successfully perform the role.

This template is not intended to limit the scope or accountabilities of the position. Characteristics of the position may be altered in accordance with the changing requirements of the role.